

Workforce Administration

Position Management
Supplement

January 16, 2008



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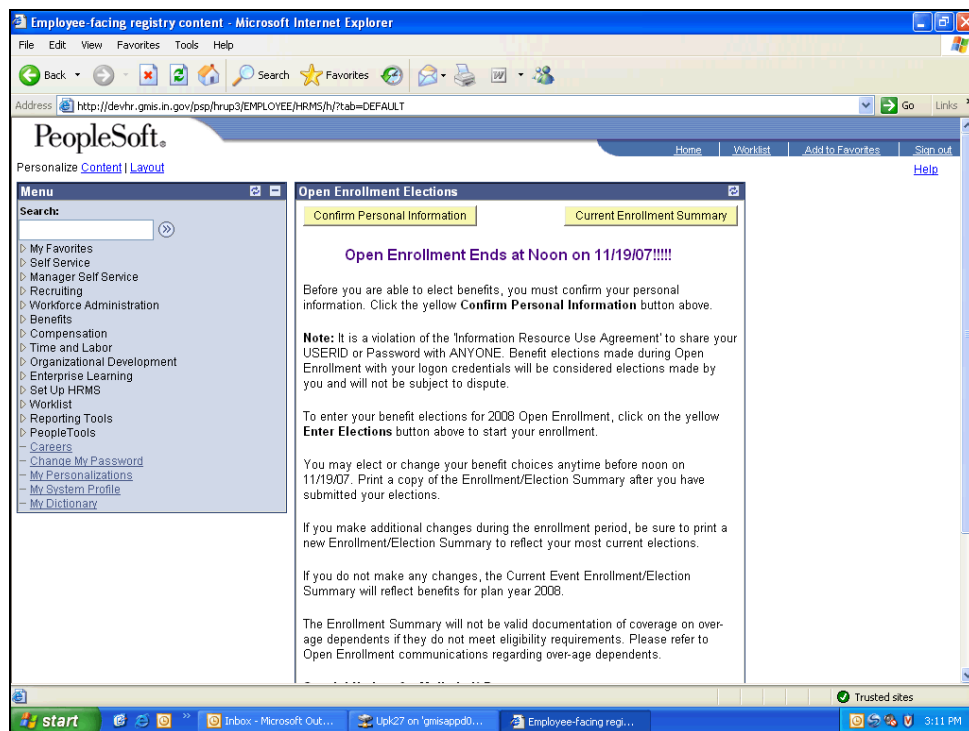
Workforce Management 1
 Position Management 1


Workforce Management

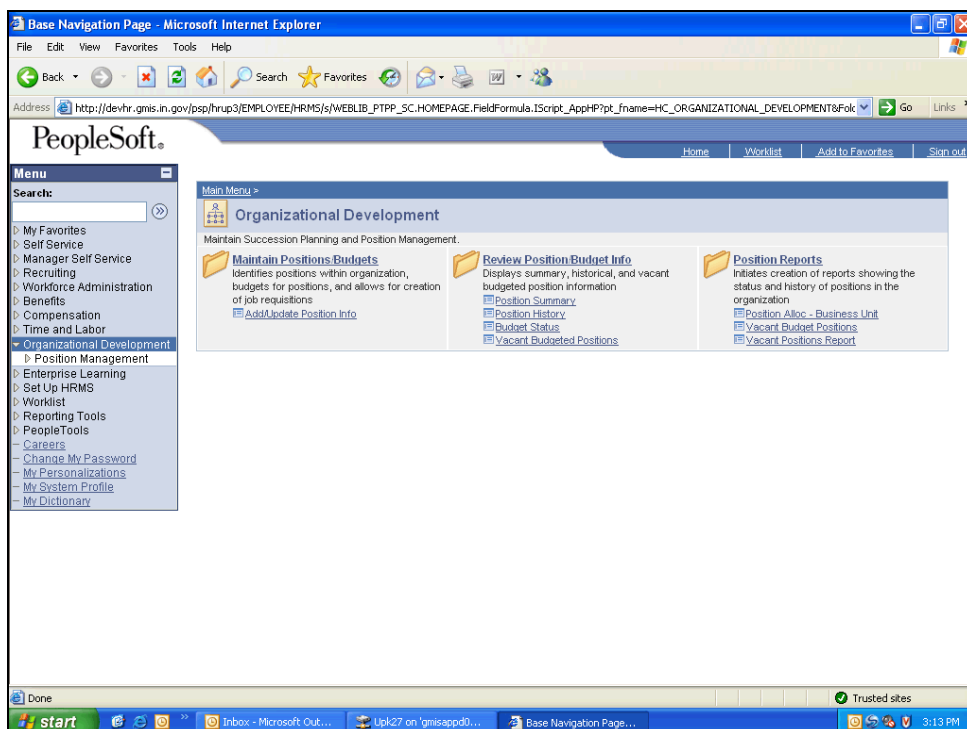
Position Management

Procedure

This lesson describes how to make staffing report changes in the Reports To: structure (Position Management).



Step	Action
1.	Click the Organizational Development link.  Organizational Development



Step	Action
2.	Click the Maintain Positions/Budgets link. Maintain Positions/Budgets
3.	Click the Add/Update Position Info link. Add/Update Position Info

Add/Update Position Info
Enter any information you have and click Search. Leave fields blank for a list of all values.



Find an Existing Value

Position Number: begins with [text box]
 Description: begins with [text box]
 Position Status: = [dropdown]
 Business Unit: begins with [text box]
 Department: begins with [text box]
 Job Code: begins with [text box]
 Reports To Position Number: begins with [text box]

☐ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	Click in the Position Number field. [text box]
5.	Enter the position number to be added and/or updated into the Position Number field. Enter " 10012384 ".
6.	Click the Search button. [Search button]

Step	Action
7.	Click the Add a new row (Alt+7) button. 
8.	Scroll down the page to locate the Reports To: field.
9.	Remove the current Reports To: position number by highlighting and deleting the number in the Reports To: field.
10.	Enter the desired information into the Reports To field. Enter " 10012407 ".
11.	Press the [Tab] key to populate the new Reports To: title.
12.	Scroll down the screen to locate the Save button.
13.	Click the Save button. 
14.	End of Procedure.